

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

APPENDIX B

**State of Alaska
Department of Revenue
Treasury Division**

Mandatory Agreement for All Treasury Personnel

Recitals

The Treasury Division of the Department of Revenue is responsible for managing large sums of money for the State of Alaska and for the beneficiaries of several fiduciary trusts. This responsibility cannot be faithfully discharged if members of the Treasury Division staff have financial conflicts of interest or if they improperly use or disseminate confidential or privileged information.

Promises and Acknowledgments

I voluntarily agree to adhere to the following standards as a condition of employment. I understand that if I violate these standards, I may be dismissed, and I may be subject to other penalties imposed by law.

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

I promise:

1. That in fulfilling my position within the Treasury Division, I will not allow personal interest to interfere with interests of the beneficiaries of the funds managed by the Treasury Division;
2. That I will neither engage in, recommend, nor suggest that others engage in personal investment transactions that will have an adverse effect upon Treasury Division investment transactions;
3. That if I obtain privileged information concerning (a) recent, contemporaneous or impending Treasury Division investment transactions; (b) investment advice or counsel furnished to the Treasury Division; or (c) tax information including tax payments and tax settlements, I will not provide that information to anyone who does not have a legal right to know that information;
4. That if I obtain information concerning (a) recent, contemporaneous or impending Treasury Division investment transactions, (b) investment advice or counsel furnished to the Treasury Division, or (c) tax information including tax payments and tax settlements, I will not utilize any of that information as a basis for making personal investments, nor for recommending or suggesting to other parties that they make investments. I understand that this restriction does not apply if the information has been disseminated to the public; and

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

5. That I will not accept from parties doing business with the Treasury Division any personal gifts or valuable considerations as a reward or inducement for any Treasury Division business. I understand that, under very limited circumstances, I may accept occasional unsolicited gifts from current or potential contractors or suppliers. I understand that I must report gifts worth more than \$150 from current contractors or suppliers under AS 39.52.130(b), a provision of the Executive Branch Ethics Act; and
6. That I have read Appendix C of these Policies and Procedures and will abide by the provisions applicable to my position within the Treasury Division.

Acknowledged and Agreed to by:

(Printed Name)

Signature

Date

Submit to the Treasury Division Administrative Manager

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

Addendum for Investment Officers

I understand that I will be summarily terminated if I knowingly engage in any of the following kinds of transactions on behalf of the Treasury Division without prior written consent by the Commissioner of Revenue:

1. Short sale of securities (the sale and settlement of a security not currently owned by the Treasury Division and a formal agreement to borrow the security to facilitate the settlement of the short sale);
2. Purchases of futures, forwards or options for the purpose of speculating (currency futures, forwards and options are permitted only for hedging and for the portable alpha program, or to facilitate otherwise permissible transactions);
3. Borrowing to leverage the return on investments with the following exceptions:
 - a. Borrowing from the Short-term Fixed Income Investment Pool that may occur for short periods of time in the normal course of State operations will not be considered borrowing for the purpose of this agreement.
 - b. Extended settlement of securities purchases executed to facilitate or improve the efficiency of a transaction will not be considered borrowing.
 - c. Financing the purchase of real estate up to the level of borrowing authorized by duly adopted investment policies.

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

Acknowledged and Agreed to by:

Signature

Date

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

Additional Addendum for Chief Investment Officer and Comptroller

I understand that I will be summarily terminated if I knowingly or negligently permit the occurrence of or negligently fail to detect the following kinds of transactions on behalf of the Treasury Division unless those transactions have the prior written consent of the Commissioner of Revenue:

1. Short sale of securities (the sale and settlement of a security not currently owned by the Treasury Division and a formal agreement to borrow the security to facilitate the settlement of the short sale);
2. Purchases of futures, forwards or options for the purpose of speculating (currency futures, forwards and options are permitted only for hedging and for the portable alpha program, or to facilitate otherwise permissible transactions);
3. Borrowing to leverage the return on investments with the following exceptions:
 - a. Borrowing from the Short-term Fixed Income Investment Pool that may occur for short periods of time in the normal course of State operations will not be considered borrowing for the purpose of this agreement.
 - b. Extended settlement of securities purchases executed to facilitate or improve the efficiency of a transaction will not be considered borrowing.
 - c. Financing the purchase of real estate up to the level of borrowing authorized by duly adopted investment policies.

**POLICIES AND PROCEDURES APPLICABLE
TO THE TREASURY DIVISION,
DEPARTMENT OF REVENUE,
STATE OF ALASKA**

Acknowledged and Agreed to by:

Signature

Date